



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the part-time position of:

Part-Time Night Custodian Facilities Department

Starting Hourly Rate \$14.46

18 Hours per week, Monday – Friday 5 pm – 9 pm

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **July 1, 2016**

The Town of Belmont has a part time, 18 hour per week, opening for a building custodian. Duties will be performed in the late afternoon and evenings.

Performs scheduled custodial duties including vacuuming, sweeping, dusting, washing and waxing floors, cleaning bathrooms and replacing supplies, emptying trash.

Requires a High School diploma or equivalent, and twelve months of building maintenance experience or related work experience

This position is not eligible for benefits. This position is not covered under a collective bargaining agreement. This position has a starting hourly rate of \$14.46 and will work approximately 18 hours per week.

Resumes with the Required Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax 617-993-2741 by the closing date of **July 1, 2016**.

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Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov